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SAMPLE A

REQUEST FOR DETAIL FROM ANOTHER GOVERNMENT ESTABLISHMENT

Memorandum of justification for request should include the following information:

- (a) Name of a suggested candidate, if known.
- (b) Special qualification requirements.
- (c) Reasons necessitating and justifying the detail.
- (d) Maximum length of time required.
- (e) Description of the type of work to be performed.
- (f) Requirement for overseas service, if any.
- (g) Whether reimbursable or non-reimbursable detail.

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